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# **DON DAWIA OPERATING GUIDE DATED DECEMBER 21, 2011 MAJOR CHANGES BRIEFING**

**Office of the Director,  
Acquisition Career  
Management  
January 2012**

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# TOPICS

|   |  |
|---|--|
| ➤ <b>“NEW LOOK”</b>                                   |  |
| ➤ <b>ACQUISITION WORKFORCE DATA</b>                   | Chapter 3                              |
| ➤ <b>RESPONSIBILITIES</b>                             | Chapter 4                              |
| ➤ <b>KEY LEADERSHIP POSITIONS</b>                     | Chapter 5                              |
| ➤ <b>CRITICAL ACQUISITION POSITIONS</b>               | Chapter 6                              |
| ➤ <b>CERTIFICATION LEVELS</b>                         | Chapter 8                              |
| ➤ <b>ACQUISITION CORPS</b>                            | Chapter 9                              |
| ➤ <b>POSITION WAIVERS</b>                             | Chapter 11                             |
| ➤ <b>DAU TRAINING PRIORITIES</b>                      | Chapter 13                             |
| ➤ <b>ACQUISITION EXPERIENCE</b>                       | Chapter 14                             |
| ➤ <b>SUBSTITUTION OF EDUCATION FOR EXPERIENCE</b>     | Chapter 14                             |
| ➤ <b>PERFORMANCE PLANS &amp; APPRAISALS</b>           | Chapter 18                             |
| ➤ <b>CIVILIAN ACQUISITION ASSIGNMENT CODING SHEET</b> | Appendix H<br>Chapters 10, 15, 19 & 20 |
| ➤ <b>OTHER MAJOR CHANGES</b>                          | Chapters 1.2.2 & 16.5                  |
| ➤ <b>UNDER REVIEW</b>                                 |  |



# **“NEW LOOK”**

- **“Top Down” format**
  - **Key Leadership Positions**
  - **Critical Acquisition Positions**
  - **Other general Acquisition Positions**
- **Easy to Use**
  - **Standardized format for all chapters**
  - **Chapters organized by subject-matter with clear, concise guidance**
  - **Requirements built into easy-to-use tables**
  - **Standard report forms added**

**Replaces DON DAWIA Operating Guide  
dated November 24, 2009 and all  
interim guidance**



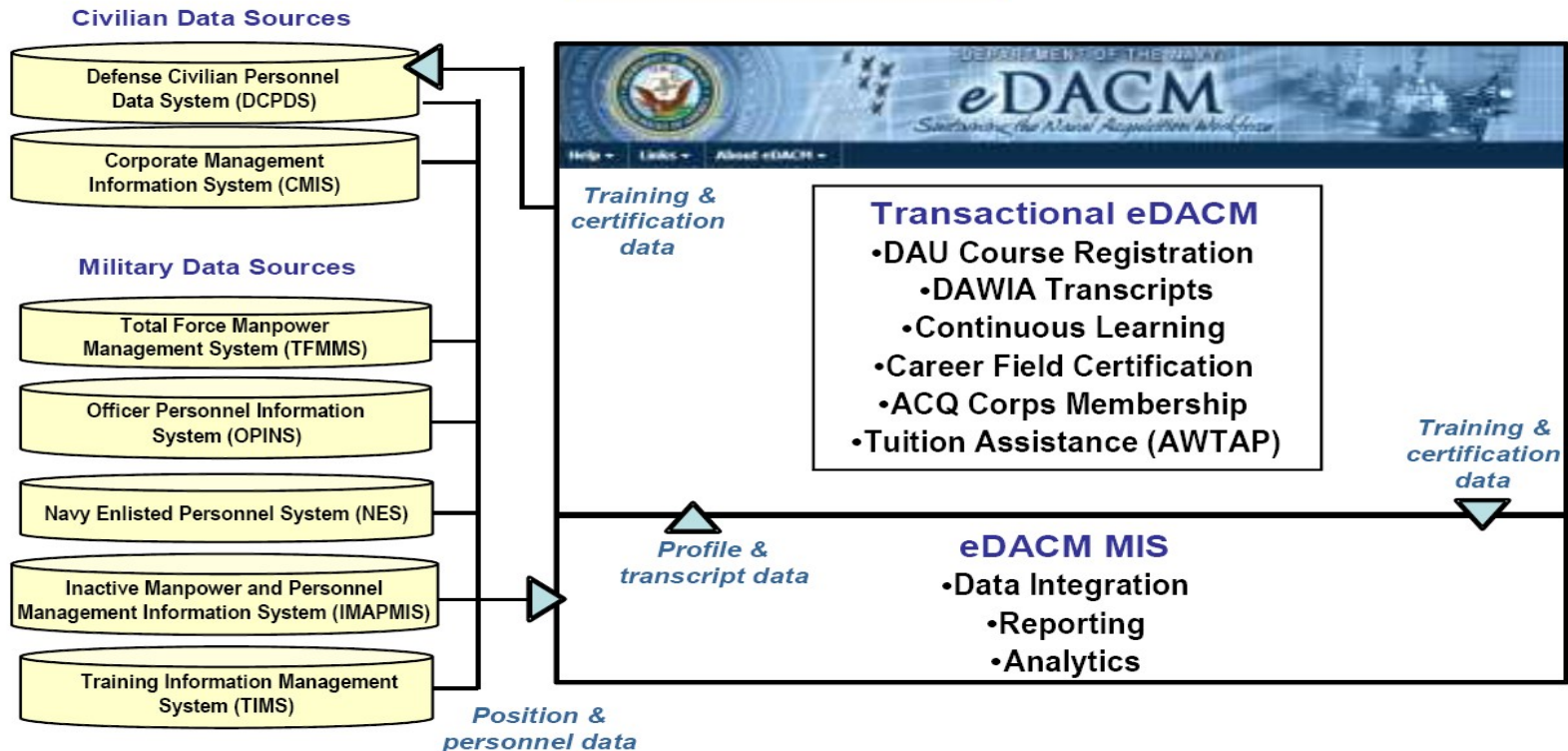
# ACQUISITION WORKFORCE DATA



## Chapter 3

- Adds section on the eDACM system and Acquisition Workforce data sources

### AWF Data Sources





# RESPONSIBILITIES



## Chapter 4

- **Adds DAWIA Program responsibilities and authorities for**
  - **Navy Personnel Command, Officer Community Management Branch (BUPERS-31)**
    - **Serves as focal point for Active Duty Acquisition Corps Officer Community**
    - **Manages AWF billet base across all designators**
  - **AWF Supervisors**
    - **Ensure positions are properly designated**
    - **Assist/advise on career development, IDPs, training needs**
    - **Process requests for DAU training, CL, Certification, Acquisition Corps, and Acquisition Workforce Tuition Assistance**



# KEY LEADERSHIP POSITIONS (KLPs)



## Chapter 5

- Updates mandatory KLPs to reflect current designation requirements as identified in interim guidance and quarterly data call

| <b>Mandatory Always</b>  | <b>Mandatory when function is required based on the phase/type of program</b>            |
|--|--|
| <ul style="list-style-type: none"><li>▪ PEO, DPEO, DRPM and DDRPM, ED PEO</li></ul>      | <ul style="list-style-type: none"><li>• ACAT I/IA Program Lead - Logistics PSM</li></ul> |
| <ul style="list-style-type: none"><li>▪ ACAT I/IA/II PM and DPM</li></ul>                | <ul style="list-style-type: none"><li>• ACAT I/IA Program Lead - T&amp;E</li></ul>       |
| <ul style="list-style-type: none"><li>▪ Senior Contracting Official</li></ul>            | <ul style="list-style-type: none"><li>• ACAT I/IA Program Lead - PQM</li></ul>           |
| <ul style="list-style-type: none"><li>▪ ACAT I/IA/II Program Lead-SE</li></ul>           | <ul style="list-style-type: none"><li>• ACAT I/IA Program Lead - IT</li></ul>            |
| <ul style="list-style-type: none"><li>▪ ACAT I/IA/II Program Lead-CE</li></ul>           |  |
| <ul style="list-style-type: none"><li>▪ ACAT I/IA/II Program Lead-Cont Officer</li></ul> |  |
| <ul style="list-style-type: none"><li>▪ ACAT I/IA/II Program</li></ul>                   |  |



# CRITICAL ACQUISITION POSITIONS (CAPs)



## Chapter 6

- **Revises criteria for designating civilian CAPs**

| <b>New</b>   | <b>Old</b>                               |
|--|--|
| <b>Identifies mandatory CAPs — Additional CAPs not allowed unless approved by DACM</b> | <b>Commands were allowed to add CAPs</b> |

**No Change to Military—Defined in Law  
(DAWIA Sec 1733)**



# CRITICAL ACQUISITION POSITIONS (CAPs)



## Chapter 6

- All military acquisition positions that must be filled by officers at the O-5 grade level and above (not already designated as KLPs)—DAWIA Sec 1733)
- Supervisory/managerial positions at the GS-14 grade (or equivalent) and above that are not KLPs and meet one of the following:
  - Flag/GO/SES
  - Commanders, Deputy Commanders, and Technical Directors at Warfare Centers and major shore commands with a primary acquisition mission
  - Echelon II Contracting Officers holding Unlimited Warrant authority
  - Echelon III and IV Chief Contracting Officers, Technical Managers, and Program Leads overseeing significant acquisition functions of the command or in support of Major Defense Acquisition Programs.
  - ACAT II Program Leads:
    - Program Lead - Logistics
    - Program Lead - Test and Evaluation
    - Program Lead - Production, Quality, and Manufacturing
    - Program Lead - Information Technology
  - ACAT III and ACAT IV Program Managers and Deputy Program Managers
  - Principal Leads on ACAT I/II Program subsystems
  - Acquisition Competency Leads at Echelon I and II organizations
  - Other positions as approved on a case-by-case basis by the DACM





# CERTIFICATION LEVELS



## Chapter 8

➤ Changes criteria for determining

### **certification levels** **CIVILIAN** **CRITERIA**

### **MILITARY CRITERIA**

|                                  |  |   |
|----------------------------------|--|---|
| <b>III</b><br><b>Advanced</b>    | Required for KLPs, CAPs, and SPRDE-PSE. Includes other positions typically located in major acq orgs. Appropriate for tech experts whose duties require a high level of knowledge/skill associated with MDAPs. | KLPs, CAPs, and SPRDE-PSE positions<br>O-5 and O-6 positions.   |
| <b>II</b><br><b>Intermediate</b> | Appropriate for journeymen and senior positions (non-KLP/CAP) that need an intermediate level of acquisition knowledge/skills.   | O-4 positions<br>This level (or Level I) may also be assigned to Enlisted AWF positions at E-4 and above if in Contracting, and E-6 and above if not in Contracting.<br>• <u>Added</u> : This level may also be assigned to NACO and U.S. Dev |



# ACQUISITION CORPS (AC)



## Chapter 9

- Changes AC civilian grade level requirements
- Clarifies AC military grade level requirement
- Changes timeframe for AC Eligibles to meet AC requirements

| NEW   | OLD  |
|---|--|
| <b><u>DON Civilians:</u></b> Assigned to an Acquisition Workforce Position at GS-13 grade level or higher   | Assigned to a Level III Acquisition Workforce Position   |
| <b><u>Military</u></b> <ul style="list-style-type: none"><li>• Clarifies minimum grade level is O-4 — vice O-4 select</li><li>• Non-coded positions with acquisition experience: A maximum of 50% of time spent in position may be credited</li><li>• Officers selected as AC Eligibles must meet AC requirements</li></ul> | <ul style="list-style-type: none"><li>• Non-coded positions with Acquisition experience counted 100% towards requirement</li><li>• Officers selected as AC Eligibles had to meet AC requirements within 3 years of selection</li></ul> |



# POSITION WAIVERS



## Chapter 11

| New   | Old  |
|---|--|
| <p><b>Delegates civilian CAP Waiver authority to Echelon I and II commands. Authority may be redelegated to AWF Flag, GO, or SES only. Exceptions:</b></p> <ul style="list-style-type: none"><li>—Flag/GO, SES CAP Waivers: ASN(RDA) via DACM approves</li><li>—Contracting Officers w/warrants above SAT: SCO approves</li></ul> | <p><b>DACM was the approving authority</b></p>             |
| <p><b>Adds Waiver Summary Sheet for KLPs, Flag/GO/SES, and Military CAPs</b></p>  |  |
| <p><b>Adds Quarterly KLP/CAP Waiver Reporting requirement</b></p>   |  |
| <p><b>Incorporates requirement that waiver cannot exceed 24 months</b></p>  | <p><b>Waiver could be for length of the assignment</b></p> |
| <p><b>Allows 6-month grace period only for PMT 401 and PMT 402 statutory</b></p>  | <p><b>6-month grace period applied to</b></p>              |



# WAIVER SUMMARY SHEET

Chapter 11 &  
Appendix C

## WAIVER SUMMARY SHEET FOR KEY LEADERSHIP POSITIONS/FLAG/GO/SES AND MILITARY CRITICAL ACQUISITION POSITIONS

1. Name:
2. Position Title and Grade:
3. Command/Organization:
4. Type of Position: ☐ KLP ☐ FLAG ☐ GO ☐ SES ☐ Navy Mil CAP
5. Waiver Required:
  - ☐ Acquisition Corps (☐ Training ☐ Education ☐ Experience)
  - ☐ Level III Certification (☐ Training ☐ Education ☐ Experience)
  - ☐ Special Statutory (☐ Training ☐ Education ☐ Experience)
  - ☐ Tenure
6. Duration of Waiver (cannot exceed 24 months):
7. Position Review (required prior to initiating waiver):
  - ☐ Position has been reviewed and is properly designated
8. Waiver Justification (brief summary):
9. Certification(s) Achieved:
10. Acquisition Experience (total number of months):
  - List Acquisition Assignments (Provide position title, location, dates assigned and number of months credited. If the experience was not in an acquisition position, include brief summary of acquisition duties).
11. Education (degree, school, and date achieved)
12. Attach individual's development plan for meeting position requirements.



# KLP/CAP WAIVER REPORT FORMAT



Chapter 11 &  
Appendix D

## Appendix D Quarterly Waiver Report

| QUARTERLY WAIVER REPORT FOR CAPs AND KLPs  |        |  |  |  |  |  |
|--|--------|--|--|--|--|--|
| For Quarter Ending: _____ MIL ___ CIV _____ CAP ___ KLP                                      |        |  |  |  |  |  |
| Enter # of waivers in boxes provided   |        |  |  |  |  |  |
| 1.   | Of the | waivers approved during the quarter:   |  |  |  |  |
| a.   |        | # Acquisition Corps waivers due to:  |  |  |  |  |
| 1.   |        | Lack of education  |  |  |  |  |
| 2.   |        | Lack of Level II certification   |  |  |  |  |
| 3.   |        | Lack of experience   |  |  |  |  |
| b.   |        | # Special Statutory Waivers due to:  |  |  |  |  |
| 1.   |        | Lack of education  |  |  |  |  |
| 2.   |        | Lack of training   |  |  |  |  |
| 3.   |        | Lack of experience   |  |  |  |  |
| c.   |        | # Level III Certification waivers due to:  |  |  |  |  |
| 1.   |        | Lack of education  |  |  |  |  |
| 2.   |        | Lack of training   |  |  |  |  |
| 3.   |        | Lack of experience   |  |  |  |  |
| d.   |        | # tenure waivers   |  |  |  |  |
| e.   |        | Total # of waivers that were cancelled (provide reasons – e.g., removed CAP designation, achieved required certification, individual no longer in position, etc.). |  |  |  |  |
| Reason:  |        |  |  |  |  |  |
| 2. Progress. Identify only those who have been working under waivers for at least 3 months.  |        |  |  |  |  |  |
| a.   |        | Individuals now meet all CAP/KLP requirements.   |  |  |  |  |
| b.   |        | Individuals are showing progress in meeting requirements and are expected to meet target date for completing requirements.   |  |  |  |  |
| c.   |        | Individuals have not shown any progress. Identify action taken.  |  |  |  |  |
| 3. Actions taken to minimize waivers and meet DON Acquisition Corps and Certification goals. |        |  |  |  |  |  |
| 4. Attach development plan for each individual (annotated to show progress).                 |        |  |  |  |  |  |



# DAU TRAINING PRIORITIES



## Chapter 13

|                   |  |
|-------------------|--|
| <b>Priority 1</b> | <b>AWF who need training to meet certification requirements</b> <ul style="list-style-type: none"><li>➤ <b>AWF participating in developmental programs that require Level II cert</b></li><li>➤ <b>Active Duty URLs that are CDR-Command screened; EDOs, AEDOs, and AMDOs pursuing PM, PQM, SPRDE, and T&amp;E courses at a level appropriate to their rank; and Navy Military AC Eligibles</b></li><li>➤ <b>Direct Hire Foreign Nationals in Contracting and Purchasing positions</b></li></ul> |
| <b>Priority 2</b> | <b>AWF requesting courses required for career field certification at a level higher than their position requires</b> <ul style="list-style-type: none"><li>➤ <b>Active Duty SC and CEC officers not in acquisition-coded positions pursuing CON, LOG, and BUS-FM DAU courses at level appropriate to their rank</b></li></ul>  |

**Students with a Priority 1 requirement who have not been able to obtain a reservation may be registered for a course in lieu of a student holding a lower priority seat up to 15 working days prior to class start date**



# ACQUISITION EXPERIENCE

## Chapter 14

changes criteria for assessing acquisition experience

|  | New   | Old   |
|--|---|---|
| <b>Experience gained in non-Acquisition Positions</b>                | <ul style="list-style-type: none"><li>• Acquisition experience in a specific career field may be credited if the acquisition duties were performed for substantial amount of time and match one of the Position Category Descriptions (PCDs)</li><li>• Maximum of 50% of time spent in the position may be credited</li></ul> | Acquisition experience could be credited for any position as long as it included acquisition duties and responsibilities as defined in PCDs |
| <b>Acquisition experience gained in Non-DoD Federal Agencies and</b> | <ul style="list-style-type: none"><li>• Acquisition experience may be given if 50% or more of the acquisition functions performed match one of the PCDs</li></ul>   |   |



# SUBSTITUTION OF EDUCATION FOR EXPERIENCE



## Chapter 14

| New   | Old  |
|---|--|
| <ul style="list-style-type: none"><li>• <b>Acquisition-related Education:</b> Graduate degree in a technical, hard science, business field, e.g., Engineering, MBA) or acquisition related education, e.g., ICAF (Acq Track), Nuclear Power training, Test Pilot School, NPS</li><li>• Can only be credited towards a maximum of 1 year of acquisition experience provided one of following is met:<ul style="list-style-type: none"><li>• An individual is obtaining certification or meeting position requirement with experience requirement greater than or equal to 4 years; <u>OR</u></li><li>• An individual must meet Acquisition</li></ul></li></ul> | <p>As a general rule, up to 12 months of acquisition-related education could be credited towards same amount of acquisition experience</p> |





# PERFORMANCE PLANS & APPRAISALS



## Chapter 18

- **Adds DAWIA requirements and DON DAWIA Goals to performance plans and evaluation criteria for AWF members and their supervisors:**

**“Performance plans and appraisals for both AWF members and their supervisors should include DAWIA program goals and requirements (such as certification and continuous learning) in the performance appraisal process, and through subsequent evaluations, address any shortfalls in meeting program requirements”**



# CIVILIAN ACQUISITION ASSIGNMENT CODING SHEET



Appendix H

- Requires DON standardized coding sheet be attached to all DON Acquisition PDs and associated Requests for Personnel Action

## Excerpt

### Appendix H DON Civilian Acquisition Assignment Coding Sheet

#### Instructions:

The completion of this Coding Sheet is required for all DON acquisition positions and assignments. Guidance for designating DON acquisition positions is in the DON DAWIA Operating Guide at

[https://acquisition.navy.mil/rda/home/acquisition\\_workforce/strategy\\_policy](https://acquisition.navy.mil/rda/home/acquisition_workforce/strategy_policy).

Commands are required to complete and sign this Coding Sheet, attach it to the Position Description (PD) and associated Requests for Personnel Action, and provide to their human resources office for coding into the Defense Civilian Personnel Data System.

Commands must update Coding Sheets and provide them to their human resources office when changes occur that affect the acquisition coding.

When processing Requests for Personnel Action, data entry personnel should ensure that the acquisition information in DCPDS reflects the information on the Coding Sheet.

PD Number: \_\_\_\_\_ Organization: \_\_\_\_\_

Pay Plan-Grade-Series, Title: \_\_\_\_\_

#### SECTION 1. ACQUISITION POSITION CATEGORY

A - Program Management

C - Contracting\*† (All 1102 series and Contracting Professional Development Program positions must be "C")

D - Contract Property Management (All 1103 series positions must be "D")

E - Contract Engineering (All 1105 series positions must be "E")



# OTHER MAJOR CHANGES



- **Allows Contingency Contracting Force exception to degree requirement only when deployed. Not a change but clarification of law and policy.**

**Chapter 10**

- **Reflects current CL cycle for meeting 80 CL points every 2 years; resets at end of 2-year period**

**Chapter 15**

- **Incorporates Wounded Warrior Development Program**

**Chapter 19**

- **Adds annual reporting requirement for civilian Contracting Professional Development Program**

**Chapter 20**



# UNDER REVIEW

## ➤ Reserve Component Policy

Chapter 1.2.2

- Community Managers coordinate training/certification with DACM
- Reserve Component continues to fund travel and per diem

## ➤ General Slating Panel Guidance for Program Oversight and Major Acquisition Cost Ashore Positions

Chapter 16.5

- While under review, Appendices E through G are recommended for Slating Panel use

**Guidance will be incorporated in DON DAWIA Operating Guide at a later date**



# QUESTIONS?